

ADULT MEDICAL DAY CARE (AMDC) APPLICATION INSTRUCTIONS FOR COMPLETION

APPLICATION FOR LICENSE

An Adult Medical Day Care program may not be operated without obtaining a license and complying with the requirements of COMAR 10.12.04 and other applicable State and local laws and regulations. Failure to comply is grounds for sanctions.

To obtain a license, a complete application form must be submitted with all related required documentation. (See below section: Required Documentation - Initial Application.)

The current license shall become void immediately and the licensee shall return the license to the Office of Health Care Quality (OHCQ) if the center is sold or leased; ceases to operate; moves to a new permanent location; or has its license denied, suspended, or revoked. If there is a change in ownership, the current licensee shall notify the OHCQ and the new owner shall apply to the OHCQ for a license.

Any part of the center and any surrounding accessory buildings are considered part of the center and are subject to inspection.

Prior to submitting the application, ensure it includes all required information and related required documentation. Incomplete applications will be returned.

CHANGE OF OWNERSHIP, BED INCREASE or DECREASE; MERGER; RELOCATION

REQUIRED APPLICATIONS SECTIONS

1. General Information
2. Ownership
3. Workers' Compensation
4. Affidavit

REQUIRED DOCUMENTATION - INITIAL APPLICATION

1. Zoning Approval
2. Building Approval
3. Use and Occupancy Permit
4. Food Service Permit
5. Fire Approval
6. Labs Approval
7. Local Health Department Approval (if applicable)
8. If your program does not have workers' compensation insurance **AND** does not of Exemption (sole proprietorships or partnerships) or Certificate of Compliance Certificate of Compliance Coordinator at the Workers' Compensation Commissio
9. email at COC@wcc.state.md.us.

CODE OF MARYLAND REGULATIONS (COMAR) 10.12.04

The Office of Health Care Quality does not sell copies of COMAR Regulations. To obtain a copy of the regulations:

- A. Visit the Division of State Documents website at www.dsd.state.md.us;
- B. Call the Division of State Documents at 410-974-2486 x3876 or 800-633-9657 x3876; or
- C. Visit your library

FREQUENTLY ASKED QUESTIONS

In Section 1, "Legal Name" means the full name of the owners in a sole proprietorship or partnership, or the legal name assigned to a corporation or LLC in the certificate of formation.

In Section 1, "Trading Name (DBA)" means the business trade name, also known as the Doing Business As name. If a corporation owns XYZ AMDC, the corporation's name is the legal name, and XYZ AMDC is the trading name.

QUESTIONS

Please contact Adult Medical Day Care Program at 410-402-8125 or AMDC.Help@maryland.gov for questions related to the application.

SEND COMPLETED APPLICATION TO:

Adult Medical Day Care Program
Office of Health Care Quality
7120 Samuel Morse Drive
Second Floor
Columbia MD 21046